



CEYLON PETROLEUM STORAGE TERMINALS LIMITED

National competitive Bidding

BIDDING DOCUMENT

**INVITATION TO BIDS FOR THE PROVISION OF
HEALTH INSURANCE COVERS**

FOR

**PERMANENT EMPLOYEES OF CEYLON PETROLEUM STORAGE TERMINALS
LIMITED**

BID NO: KPR/ 45 / 2019

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya

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INVITATION FOR BIDS

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

BIDS FOR THE PROVISION OF HEALTH INSURANCE COVERS FOR PERMANENT EMPLOYEES OF CEYLON PETROLEUM STORAGE TERMINALS LIMITED

BID NO: KPR / 45 / 2019

The Chairman, Department Procurement Committee on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya hereby invites sealed bids (Direct basis) from the eligible, reputed Insurance Service Providers who are registered under the Insurance Board of Sri Lanka for the **Provision of Health Insurance Covers for Permanent Employees of Ceylon Petroleum Storage Terminals Limited.**

Interested parties may refer the tender document and obtain necessary information through the CPSTL website www.cpstl.lk/cpstl/tenders and the original bidding documents could be obtained from the undersigned on submission of a written request, during working days between **0900 hrs and 1400 hrs. till 26.07.2019**, upon payment of a non-refundable bidding document fee of **Fifteen Thousand Sri Lankan Rupees (LKR 15,000.00)** for each. Bidders are requested to inspect the bidding document prior to purchase and once it is purchased, bidding document fee is not refundable for any reason whatsoever.

Duly filled Bidding Document should be submitted through the post under registered cover or sealed cover **to reach** the Chairman, Department Procurement Committee (DPC), C/o. Manager (Procurement), Procurement Function, 01st Floor, New Administration Building, Oil Installation, Kolonnawa, Wellampitiya or could be deposited in the tender box kept at the below address, on or before **1400 hrs. on 29.07.2019.**

Bids will be closed at 1400 hrs. on 29.07.2019 and will be opened immediately thereafter at the office of Manager (Procurement), in the presence of the authorized representatives of the bidders who chose to attend.

A pre bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the document at **1000 hrs. on 18 .07. 2019** at the DGM (Human Resource) Office, CPSTL, Oil Installation, Kolonnawa

Bid shall be valued till **28.10.2019**

Bid shall be accompanied by a bid security of Rs.600, 000.00 and shall be valid until **25.11.2019** and beyond any extension subsequently requested.

Further details and clarifications (if any) shall be sought from the Manager Procurement on Clarifications (if any) shall be sought from the Manager Procurement on **Tel: 011-2572156/ 011-5663121, Fax: 011-2572155, E-mail: procure@cpstl.lk.**

**The Chairman
Department Procurement Committee
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa
Wellampitiya.**

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1. INSTRUCTIONS TO BIDDERS

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

Request for a proposal for Health Insurance Covers for Permanent Employees of Ceylon Petroleum Storage Terminals Limited

1. INSTRUCTIONS TO BIDDERS

1.1 Introduction

The Chairman, Department Procurement Committee (DPC), invites National Competitive Bids (NCB) to provide Health Insurance Covers to permanent employees of **Ceylon Petroleum Storage Terminals Limited (CPSTL)** for a period of One Year, commencing **01.09.2019** for Health Insurance Covers to Permanent Employees of Ceylon Petroleum Storage Terminals Limited as per terms and conditions and annexed schedules, complete in every respect.

1.2 Scope of Insurance Covers

1.2.1 Ceylon Petroleum Storage Terminals Limited (CPSTL) invites single stage single envelope bids for providing the services related to Health Insurance Covers (Direct basis) from eligible, reputed Insurance Service Providers who are registered under the Insurance Board of Sri Lanka and who qualifies under criteria as stipulated here in this document, for a period of twelve (12) months commencing 01.09.2019 for the followings:

- i. Permanent Employees of Ceylon Petroleum Storage Terminals Limited
- AND
- ii. dependents of Permanent Employees:
 - a. Married Employees
 - i. Spouse
 - ii. Maximum two children (unmarried /unemployed/ below 25 years old)
 - b. Un-married Employees
 - i. Parents

1.2.2 The Scope of Services covered will be based on the following benefits more fully described under schedule A:

1. In patient benefits
 - 1.1 Government Hospitals
 - 1.2 Private Hospitals
2. Additional Benefits
 - 2.1 Cesarean Child Birth Cover
 - 2.2 Vaginal Child Birth using forceps and vacuums
 - 2.3 Dental Surgeries carried out under general anesthesia
3. Other Benefits
 - 3.1 Cataract Surgeries (only the cost of lens)
 - 3.2 Ambulance charges within Sri Lanka to obtain Emergency treatment
 - 3.3 Outpatient investigations (Employees only)- Rs 7,500 per year

1.2.3 Responsibilities of the Insurer

1. To provide Medical Benefits across Sri Lanka in line with the Scope of Work mentioned in this document.
2. To ensure that their concerned staff/representative shall liaise cordial relationship with employees of CPSTL or their dependents or staff of CPSTL.
3. To provide a Health Insurance Identity Card with required information for the employee.

1.3 Invitation to Bids

Bidding Documents will be issued up to **1400 hrs. on 26.07.2019** during working days from the office of Manager (Procurement), Procurement Function, Ceylon Petroleum Storage Terminals Limited Oil Installation, 01st Floor, New Building, Kolonnawa, Wellampitiya.

All the bids are required to comply fully with the terms and conditions of the bid in order to consider to be substantially responsive.

This document includes maximum requirement for the said Health Insurance Cover for the employees of CPSTL. Hence bidders may not provide any additional benefits other than given in this document.

The Bidding Document consist of the following:

1. Invitation for Bids
2. Instructions to Bidders
3. General Terms and Conditions of the Bid
4. Insurance Covers Required
5. Insurance Cover Bids Form (Schedule A)
6. Form of Bid/Bids (Annexure A)
7. Format of Bid Security (Annexure B)
8. Employee Strength of CPSTL (Annexure C)
9. Format of Performance Guarantee (Annexure D)
10. Format of Contract Agreement (Annexure E)

1.4 Documents to accompany the Proposal

The following documents shall accompany the Bid.

- 1.4.1. Original of the General Terms and Conditions of the Bid. Each page duly Signed and dated.
- 1.4.2. Original of the Form of Bid, duly completed, signed, stamped and dated.
- 1.4.3. The Insurance Cover Bids Form, to be completed, signed, stamped and dated.
- 1.4.4. The draft Insurance Policy
- 1.4.5. Certified copy of Memorandum and Articles of Association of the Insurer.
- 1.4.6. Certified copies of Audited Financial Statements for last 03 years.(including 2017)
- 1.4.7. Certified copy of the Certification of valid Registration under the **Insurance Regulatory Commission of Sri Lanka Board**
- 1.4.8. Documents requested in General Terms & Conditions

1.4.9 Bank draft or a bank guarantee (as the bid security) issued by reputed commercial bank operating in Sri Lanka with a valid license of monetary board of Sri Lanka (Central Bank), and payable to CPSTL, for a minimum sum of **Six Hundred Thousand Lankan Rupees (LKR 600,000.00)**, which shall be valid until **25.11.2019** as per ITB clause 1.18. **Annexure. “B”**

1.4.10. A statement indicating:-

1.4.10.1. Location of the registered office and Telephone/Fax Nos.

(Documentary proof to support)

1.4.10.2. Minimum of 05 years previous experience in the **provision of similar health Insurance Covers** of similar scale and giving the names of such Institutions (Reference list) and the nature of covers etc.

(Failure to furnish above said documents and details, along with the bid on or before the closing of bid, may result in the bid being rejected. All documents shall be furnished in English language.)

1.5 Sealing & Marking the Bids

Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document . The original and the duplicate of the bid should be placed in separate envelopes marked “ORIGINAL” and “DUPLICATE”. Both envelopes should be enclosed in one securely sealed cover, which should be marked “**BID FOR HEALTH INSURANCE COVER FOR PERMANENT EMPLOYEES OF CPSTL**” on the top left hand corner and the statement, “DO NOT OPEN BEFORE **1400 hrs. on 29.07.2019** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya.

or personally deposited in the Tender Box provided at the above address.

If the outer envelope is not sealed and marked as required above, the DPC will assume no responsibility for the bid being misplaced or premature opening. If the outer envelope discloses the bidder’s identity, the DPC will not guarantee anonymity of the bid submission but this disclosure will not constitute grounds for bid rejection.

1.6 Period of Validity of the Bids

The Bids shall be valid up to **28.10.2019** Bidder should however clearly indicate the maximum period that their Bids shall be valid.

1.7 Format and Signing of the Bids

The bidder shall prepare an **original** and a **duplicate** of the Bids specified above, clearly marked as “**BIDS FOR HEALTH INSURANCE COVER FOR PERMANENT EMPLOYEES OF CPSTL**” **original** and **duplicate** as appropriate. In the event of any discrepancy between the original and duplicate, the original shall govern.

The original and the duplicate of the Bids shall be typed, or written in indelible ink, and shall be signed by the bidder, or person(s) duly authorized to bind the bidder to the contract. All pages of the Bids except for un-amended printed matter shall be initialed by the person(s) signing the Bids.

Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bids.

1.8 Clarification of Bidding Document

A pre bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the document at **1000 hrs.** on **18.07.2019** at the DGM (Human Resource) Office, CPSTL, Oil Installation, Kolonnawa, Wellampitiya.

1.9 Deadline for submission of Bids

Chairman, DPC, must receive bids at the address specified under ITB clause 1.5 not later than the time and date stipulated in clause 1.12.

Chairman, DPC, may, at the discretion, extend the deadline for submission of Bids, by amending the Bidding Document s, in which case all rights and obligations of CPSTL and the Bidder will thereafter be subjected to the deadline as extended.

1.10 Late Bids

Any Bids received by the Chairman – DPC, after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder. Postal or other delays will not be considered as valid reasons for acceptance of late Bids.

1.11 Modification & Withdrawal of the Bids

The Bidder may modify or withdraw his Bids after submission, provided that written notice of the modification or withdrawal is received by the Chairman, DPC, prior to the closing time prescribed for Bid Submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

The Bidder shall provide an original and a duplicate, as specified in the ITB clause 1.7 of Bidding Document any modifications to his Bid, clearly identified as such in two envelopes, duly marked "BIDS FOR THE HEALTH INSURANCE COVER FOR PERMANENT EMPLOYEES OF CPSTL". The envelopes shall be sealed in an outer envelope, duly marked "MODIFICATIONS TO THE BIDS –HEALTH INSURANCE COVER FOR PERMANENT EMPLOYEES OF CPSTL".

If the Bidder wishing to withdraw his Bids, shall notify the DPC in writing prior to the deadline prescribed for the submission of the Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand to reach the DPC not later than the deadline for submission of Bids. The notice of withdrawal shall be addressed to:-

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya

Bearing the name of the Bidder and the words "BIDS WITHDRAWAL NOTICE". Bid withdrawal notices received after the deadline for submission of Bids will be ignored.

1.12 Submission of bids

The Bids sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya,

not later than 1400hrs time **on 29.07.2019** If the Bidder or their representatives choose not to send their bids under registered Cover, they could deposit such bids in the Tender Box provided for this purpose at the office of the

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya

1.13 Opening the Bids by CPSTL

The Bids will be opened immediately after the closing date and time fixed for receipt of bids, at the office of

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya

or such other place as arranged if the office of the Manager (Procurement) is not available.

The Chairman, DPC or his nominated representative will open the Bids in the presence of the representatives of the Bidder, who choose to attend the bid opening at the time, the date and at the opening place specified in the Invitation to Bids. Representatives of the Bidder shall sign a register as proof of their attendance.

The Bid prices, discounts, and bidders' names, the presence or absence of the requisite Bid Security, will be announced at the opening. Late bids will not be entertained and will be returned unopened to the bidder.

1.14 Insurance Cover Bids Form

The Bidder is required to duly sign and return the Insurance Cover Bids Form – marked **Schedule A** indicating their bids in detail.

Prices not submitted on the prescribed form and in the manner required are liable for rejection.

1.15 Preliminary Examination of Bids

The DPC will examine the bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the bids are generally in order. The DPC may, at its discretion call clarifications from the Bidder in writing.

The response shall be in writing within two weeks from the clarifications notice of the DPC and no change in the price or substance of the Bids shall be sought, Bids or permitted.

1.16 Correction of Errors

The determined to be substantially responsive will be checked for any arithmetical error and errors will be corrected in the following manner.

1.16.1 Where the discrepancy is between the amount in figures and the amount in words, the amount in words will prevail.

1.16.2 Where the discrepancy is between unit rate and the line total, resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Chairman, DPC, there is an obvious gross misplacement of the decimal point in the rate in which case the line item total as quoted will govern, and the unit rate will be corrected.

1.16.3 The amount stated in the Form of Bids shall be adjusted in accordance with the above procedure with the concurrence of the Bidder shall be considered as binding upon the Bidder. If Bidder does not accept the corrected amount of bid, the Bids shall be rejected.

1.17 Evaluation Criteria

1.17.1 The DPC will carry out a detailed evaluation of the bids to determine whether the technical aspects are properly addressed, and the Bids are substantially responsive based on the followings.

1.17.2 Lowest acceptable premium quoted among the within the given deductible range in the Insurance Cover Bids forms.

1.17.3 Financial position and the technical capability of the insurance provider {Refer Instructions to Bidders - Clause 1.4.6 & 1.4.7}

1.18 Bid Security

Each bid must be accompanied by a Bid Security for a sum **LKR. 600,000.00 (Six Hundred Thousand Sri Lankan Rupees)** from any Commercial Bank operating in Sri Lanka with a valid license of monetary board of Sri Lanka (Central Bank) valid until **25.11.2019**. The Bid Security shall strictly conform to the Form appearing in **Annexure B**. Pay Orders / Bank Drafts are also accepted in lieu of Bid Security. Bids not in conformity with the Bid security format in Annexure B will be treated as non-responsive bids due to major deviation of bidding conditions.

1.19 Acceptance of the Bids

1.19.1 The chairman DPC shall award the contract for provision for health insurance covers for permanent employers for Ceylon Petroleum Storage Terminals Limited for the lowest evaluated substantially responsive bidder as per the evaluation criteria.

1.19.2 Notice of acceptance of the Bids will be sent to Bidder by facsimile followed by registered post in the form of a letter of award to the address given by bidder in the Bids.

If there is a change in the Bidder's address, the Bidder shall forthwith notify the Chairman – DPC, Manager (Procurement), Procurement Function, Ceylon Petroleum Storage Terminals Limited Oil Installation, 01st Floor, New Building, Kolonnawa, Wellampitiya of such change.

- 1.19.3 The DPC reserves the right to reject any or all Bids without assigning any reason. In the event the DPC rejects all Bids submitted, the DPC reserves the right to call for fresh Bids.

2. GENERAL TERMS AND CONDITIONS OF THE BIDS

2. GENERAL TERMS AND CONDITIONS OF THE BIDS

2.1 Conditions

1. Eligible Criteria

- A valid registered entity by the Insurance Board of Sri Lanka
- Be an established insurance Company in active operations within Sri Lanka for at least five years
- Gross written premium on general insurance should not less than LKR 2.50 billion for the financial year 2017
- Possess such licenses and qualification required to provide the service specified;
- Demonstrate that it possesses the financial, management, human, technical and physical resources required to provide the services to a high standard of effectiveness and diligence.

2.1.1 There are no known or reported incidents likely to result in a claim except what has been already informed to the Insurer.

2.1.2 Policy loss limit as indicated in Insurance Cover Bid Form. Annexure -A

2.1.3 Deductible – As specified under Insurance Cover Bid Form. Annexure -A

2.1.4 The Insurance cover to be executed between the CPSTL and the successful Bidder shall be as per the cover agreed upon by the CPSTL and the successful bidder.

2.1.5 CPSTL reserves the right to terminate the cover with three calendar months' prior notice. The Insurer shall not be entitled to any compensation or damage or loss incurred upon such termination or loss of profit. The balance of proportional premium should be refunded.

2.1.6 In the event of an addition/deletion to the of number of employees within the insured period the premium payable/refundable will be on a pro-rata basis, based on original premium quoted and on the same terms and conditions of the Bid.

2.2 Submission of draft Insurance Policy

2.2.1 The bidder shall submit Draft Insurance Policy with the bid, indicating all exclusions & condition for the respective Insurance Policy. Amendments after acceptance of awarding of the contract will not be accepted.

2.3 General

2.3.1 Bidders must acquaint themselves fully with the bidding conditions. No plea for lack of information or insufficient information will be entertained at any time.

2.3.2 The Bids and any contract resulting there-from shall be governed by and construed according to the laws of Sri Lanka.

2.3.3 No Bid shall be considered unless all the conditions laid down in the Bidding Document have been strictly fulfilled.

2.3.4 The Language to be used is English and correspondence between the CPSTL insured and the insurer shall be in either Sinhala or Tamil as will be applicable for the particular employee insured.

2.4 Payment Terms

Full payment of the total premium value shall be paid in Sri Lankan Rupees within 30 days, only after the successful activation of insurance policy in line with CPSTL requirements.

2.5 Performance Security

- 2.5.1 The successful bidder, on being notified by CPSTL of the acceptance of his/her bid, shall furnish at bidders own expense a performance security, in the form of bank draft or bank guarantee, within fourteen (14) days of such notification, which is issued by, reputed commercial bank operating in Sri Lanka with a valid licence issued by the monetary board of Sri Lanka (Central Bank) and payable to CPSTL on demand, in a sum equivalent to 10% of the total contract value (excluding taxes) of the accepted bid. In case of a bank guarantee, the performance security shall be furnished without a substantial departure to the format given in Annexure "D".
- 2.5.2 If the successful bidder fails to furnish the performance security as aforesaid, such bidders name shall be placed in the list of defaulted bidders. CPSTL, shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such bid, at the risk & expense of the bidder.
- 2.5.3 The successful bidder, in the event of his/her failure to furnish the performance security as required, shall be liable for any losses, costs, expenses & damages, which CPSTL may sustain in consequence of such failure and the bid security, shall be forfeited.
- 2.5.4 Official Purchase Order shall be released only after the receipt of the performance security. The performance security shall be in favor of CPSTL and **shall be valid for a period Fourteen (14) months from date of the confirmation of award.**

2.6 DISPUTE

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of The Democratic Socialist Republic of Sri Lanka.

The Chairman
Department Procurement Committee
C/o Procurement Manager
Procurement Function
Ceylon Petroleum Storage Terminals Limited Oil Installation
01st Floor, New Building
Kolonnawa,
Wellampitiya.

TEL :+94-11-2572156 FAX :+94-11-2572155 E-Mail: procure@cpstl.lk

3. REQUIRED INSURANCE COVERAGE

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- 3.1 Type of Cover : Health Insurance
- 3.2 Policy Period : One Year (extendable, if required by CPSTL)
- 3.3 Coverage : 24 Hours Coverage
- 3.4 Geographic Limit : Within Sri Lanka
- 3.5 Beneficiaries : 3.5.1 Permanent Employees of Ceylon Petroleum Storage Terminals Limited
and
3.5.2 Married Employees
i. Spouse
ii. Maximum two children (unmarried/unemployed/ less than 25 years old)
a. Un-married Employees
i. Parents
3.5.3 Following employees are not covered under this insurance scheme.

a. Retired
b. Dismissed
- 3.6 Age Limit : Employee - below 60 years
Spouse and parents - No age limit
Children (unmarried & unemployed) - Below – 25 years
- 3.7 Number of Employees Covered : 3.7.1 Approximately, 2850 Nos. (as at 20.06.2019) of employees as given in **Annexure C**

3.7.2 New inclusions as new employees, newborn to the family, spouse of the newly married are allowed with the annual premium.(Pro-rata basis)

3.7.3 **Deletions – Due to resignation, retirements and dismissal premium is charged on pro-rata basis if no claim has been made.**
- Settlement of Bills to Hospital : Direct payment by the Insurer. However, if it exceeds the insured limit, the excess will be reimbursed as agreed between the insurer and Employee.
- 3.8 An Admission : Minimum of four (04) hours at the Hospital
- 3.9 Out patient investigations: Max. Rs. 7500/= for the employee only(part of the annual limit)
- 3.10 Administration & Control : Entire control of Medical Insurance Scheme is the responsibility of the Insurer in consultation of the nominated officers of Human Resources Management Function of CPSTL.

ANNEXURES

4. INSURANCE COVER BID FORM

SCHEDULE A

<u>4.1</u>	<u>ANNUAL INPATIENT BENEFIT</u>	CPSTL Minimum requirement in Rupees	Insurer's Bids in Rupees
4.1.1	Limit per individual	100,000.00 Maximum	
4.1.2	Any year limit for the family (maximum 4 members)	400,000.00	
<u>4.2</u>	<u>INPATIENT BENEFITS (PRIVATE HOSPITALS)</u>		
<u>4.3</u>	<u>ADDITIONAL BENEFITS (PRIVATE HOSPITALS)</u>		
4.3.1	Cesarean Child Birth Cover (Maximum Limit) (Applicable to family unit or Married Employee)	100,000.00	
4.3.2	Maximum amount Payable for instrumental child birth (Forceps and Vacuum delivery) (Applicable to family unit or Married Employee)	100,000.00	
4.3.3	Dental Surgeries under general Anesthesia (Doctor and other charges)	30,000.00	
<u>4.4</u>	<u>INPATIENT BENEFITS (GOVERNMENT HOSPITALS)</u>		
4.4.1	Government Hospital per day (paying wards Max. 14 days)	1,000.00	
<u>4.5</u>	<u>OTHER BENEFITS</u>		
4.5.1	Cost of Lens kit for Cataract Surgery (maximum Limit)	30,000.00	
4.5.2	Out patient Investigations (Employee only –part of the employees limit)	7500.00	
<u>4.6</u>	<u>LIMITATION OF LIABILITY</u>	Please specify	
<u>4.7</u>	<u>EXCLUSION CLAUSES IF ANY</u>	Please specify	
<u>4.8</u>	<u>CONDITIONS IF ANY</u>	Please specify	

No.	Annual Premium	Amount (Rs)
1.	Per Individual (Excluding VAT)	
2.	Total for Individuals (Excluding VAT)	
3.	Per Family (Maximum 4 members) (excluding VAT)	
4.	Total for Family (Maximum 4 members) (excluding VAT)	
5.	Total Premium excluding VAT	
6.	Add 15% VAT	
7.	Total premium including VAT	

Total premium for employees (In words) (Without taxes)

VAT Registration No. :

Seal & Date

SIGNATURE OF BIDDER :

NAME & ADDRESS :

FORM OF BID

The Chairman,
Department Procurement Committee

.....
.....

Bid for Health Insurance Cover for Permanent Employees of Ceylon Petroleum Storage Terminals Limited.

1. I/We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the Instructions to Bidders and General Terms and Conditions of Bid pertaining to the above Bid, along with Insurance Cover Bid Form thereto, do hereby undertake to provide the policies referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid price of (in figures) (in words)

.....
.....

The makeup of the aforesaid total Bid Price is given in the accompanying insurance Cover Bid Forms.

2. I/We confirm that this Bid shall be open for acceptance until 28.10.2019 and that it will not be withdrawn or revoked prior to that date.

3. I/We attach hereto the following documents as part of my/our Bid:

- a. General Terms and Conditions of the Bid duly signed and dated.
- b. Form of Bid duly completed signed and dated.
- c. Certified copies of the Memorandum and Articles of Association of the Insurer.
- d. Certified copies of the Certificate of Incorporation or Business Registration.
- e. Certified copies of certificate of registration with Sri Lanka Insurance Board.
- f. The Audited Financial Statements for the last three consecutive years. (including 2017)
- g. Documents required in General Terms & Conditions
- h. A statement indicating :
 - (i) Location of the registered office and Telephone/Fax Nos. (Documentary proof to support).
 - (ii) Minimum of 05 years Previous experience in the provision of similar policies and giving the names of institutions and the nature of covers etc.

4. I/We understand that you are not bound to accept the lowest Bid and that you reserve the right to reject any or all Bids or to accept any part of a Bid without assigning any reasons thereof.

5. We undertake to adhere to the Bidding conditions and other terms.

6. My/Our Bank Reference is as follows:

.....
Signature of Bidder :

Name of Bidder :

Address :

Cable :

Telex :

Fax :

Date :

FORMAT OF BID SECURITY GUARANTEE

BOND NUMBER :

DATE :

SUM GUARANTEED :

BENEFICIARY : CEYLON PETROLEUM STORAGE TERMINALS LIMITED

To: The Chairman
 Department Procurement Committee
 C/o Procurement Manager
 01st Floor, New Administration Building
 Ceylon Petroleum Storage Terminals Limited
 Oil Installation
 Kolonnawa
 Wellampitiya

Dear Sir,

By this Bond we..... (Herein after called "the Bidder") and we(name of Bank) whose registered office is at.....(hereinafter called "the Surety") are held and firmly bound into(hereinafter called "the Authority") in the sum offor the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by these present.

Whereas the Authority has invited the Bidder and other persons to complete Bids in similar terms for the service of.....and works associated (hereinafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Bid in accordance with the following conditions.

Now the Conditions of this Bond are:

- (a) that it shall remain in full force and effect until the earliest of
 - (i) **25.11.2019**, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing,
 - (ii) In the event of the Bid by the Authority, the date upon which the Bid provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
 - (iii) In the event of acceptance of the Authority of a Bid for the work from a third party the date upon which such third party provides the relevant performance security.
- (b) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that

(i) the Bidder has withdrawn his Bid during the Bidding period, or

(ii) the Bidder has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the Bid.

No alteration in the terms of the Bidder, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Bid on the part of the Authority, nor any objection from the Bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of Sri Lanka.

I executed as a Date this () day of () 2019 ()

For and on behalf of the Bidder

For and on behalf of the Surety

Signed by.....

Signed by.....

In the capacity of.....

In the capacity of

And by.....

And by.....

In the capacity of.....

In the capacity of

Seal (where applicable)

Seal (where applicable)

EMPLOYEE STRENGTH OF CPSTL AS AT 01.06.2019

Category	Description	Employee Strength as at 20.06.2019
Individuals	With Mother and Father	191
Individuals	With Mother or Father	80
Individuals	Without Parents	76
Family	With husband and wife	38
Family	With spouse only	206
Family	With spouse and one child	440
Family	With spouse & two children	1819
Total		2850

FORMAT OF PERFORMANCE SECURITY

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
.....[insert(by issuing agency) issuing agency’s name and address of issuing branch or office]

Beneficiary:.....[insert (by issuing agency) name and address of Employer/Purchaser]

Date: [insert (by issuing agency) date]

PERFORMANCE SECURITY NO: [insert (by issuing agency) number]

We have been informed that[insert(by issuing agency) name of Contractor/Supplier] (hereinafter called “the Contractor”) has entered into Contract No.[insert(by issuing agency) reference number of the contract] dated.....[insert(by issuing agency) date of the contract]with you, for the Construction/Supply/Service [select appropriately] of[insert (by issuing agency) name of contract and brief description of Works](hereinafter called “the Contract”)

Furthermore, we understand that, according to the conditions of the Contract, a Performance security is required.

At the request of the Contractor, we [insert (by issuing agency) name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert (by issuing agency) amount in figures] (.....) [insert (by issuing agency) amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than theday of, 2019 [Insert (by issuing agency) date, fourteen (14) months from date of the confirmation of award]and any demand for payment under it must be received by us at this office on or before that date.

.....
[signature (s) of authorized representative(s)]

CONTRACT AGREEMENT

CONTRACT AGREEMENT BETWEEN CEYLON PETROLEUM STORAGE TERMINALS LIMITED (CPSTL) AND M/s ----- BIDS FOR THE PROVISION OF HEALTH INSURANCE COVERS FOR PERMANENT EMPLOYEES OF CEYLON PETROLEUM STORAGE TERMINALS LIMITED - TENDER REF NO: KPR/-----/2019

This contract agreement is made and entered into this -----**2019** between the Ceylon Petroleum Storage Terminals Limited incorporated under the provisions of the conversion of public corporation or Government owned business undertaking into public companies Act No. 23 of 1987 and Companies Act No.07 of 2007, having its registered office at Oil Installation, Kolonnawa, Wellampitiya, Sri Lanka (*hereinafter called and referred to as the “CPSTL” which terms of expression as herein used shall where this context so requires and admits mean & include CPSTL & its successors & assigns*) as one part and M/s ----- (*hereinafter called the “Service Provider” which terms of expression as herein used shall where this context so requires and admits mean & include the Consultant & its successors & assigns*) as the other part.

WHEREAS CPSTL invited bids for the FOR THE PROVISION OF HEALTH INSURANCE COVERS FOR PERMANENT EMPLOYEES OF CEYLON PETROLEUM STORAGE TERMINALS LIMITED - Tender Ref No: ----- (*hereinafter called and referred to as “the Contract”*) and has accepted a bid by the Insurer for the supply of such Contract in the sum of Rs. ----- (*hereinafter called and referred to as “the Total Premium”*), and the remedying of any defects therein.

CPSTL & the Consultant agree as follows;

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s Scope of Work hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as an integral part of this contract agreement.
 - Letter of acceptance dated
 - The bid dated
 - Clarification and responses of bid
 - Negotiation dated
 - The terms of payment of the bid
 - The term of insurance period

Cont...

- The terms & conditions of the bid
- The completed schedule of insurance cover offer form.

3. In consideration of the payments to be made by CPSTL to the Insurer as hereinafter mentioned, the hereby covenants with CPSTL to execute and complete the Contract and remedy any defects therein, fit for purpose in conformity in all respects according to the provisions of the Contract.
4. CPSTL hereby covenants to pay the Supplier in consideration of the provision of the Contract and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. All or any dispute between the parties hereto arising under or in connection with this agreement shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka.
6. Any notice or other communication received permitted to be given pursuant to this agreement shall be sent by registered mail, in the case of CPSTL, to the Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Kolonnwa, Wellampitiya, Sri Lanka and in the case of Insurer, to the -----

In witness whereof the parties hereto have caused this agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year aforementioned.

For and on behalf of the Insurer

For and on behalf of CPSTL

.....

.....

Authorized Signature of the Consultant

Authorized Signature of CPSTL

(COMMON SEAL)

(COMMON SEAL)

In the presences of witness:

1. Name & NIC No :

Signature :

Address :

2. Name & NIC No :

Signature :

Address :